

**School Visit Guidelines**

These guidelines provide many of the discussion points a PDE Mentor or IU TIM may use to prepare a customized outline for a school visit. It's recommended that each visiting PDE Mentor /TIM review the coach log and other data to identify the most appropriate topics for discussion.

**Setting Up Visit**

* Contact the CFF contact and copy the coach
* Ask for time to meet with the coach individually
* Ask to meet with the Implementation team during the visit  (Superintendent, Curriculum, Principal, Asst. Principal, Technology Director, etc.)
  + Who attends the meeting will tell you a lot about the School District.
  + Encourage them to talk about the initiative, support and sustainability.
* Ask for time to visit classrooms and talk with teachers, students, and librarian.

**Prior to Visit**

* Print Coach Log – daily and narrative
  + Review actual data to make sure they are keeping it up to date.
  + Read narrative log.
  + Print a copy of aggregate data charts for that cohort for comparison.
* Access PSU dashboard to see scope of implementation planned .
* Review latest version of equipment tracker for reference.
* Check contact information.
* Check location (HS or administration building).

**Discussion Topics with the Coach**

* Remind them about upcoming meetings and events
* How is your Principal involved in CFF? If not, is there an Asst. Principal who is involved? (Meet with this person.) What technology are administrators using, modeling?
  + Has administration created a risk-taking culture?
  + Is your administrator creating a collaborative culture?
* Describe your typical day as coach or "So, tell me what you did yesterday."
* Innovation
  + What have been some of your successes?
  + Tell me a story of success where innovative practices have made a change for one learner.
  + How are you sharing successes?
  + Is technology transforming lessons? Or are teachers just making it electronic?
  + What are your biggest challenges?
* How are you collaborating with other coaches in your district or using the coach network?
* Which web 2.0 tools can your students use? Teachers?
* Are you using the lesson guide and checklist with your teachers?
* Have you taken advantage of:
  + TIGed
  + Atomic Learning
  + T-3 subscription from NSDC
* Professional Development
  + What PD are you participating in?
  + What PD are you providing?
  + What are the titles of the PD sessions in your building?
* Discuss Coach Log. Help coach set goals.
* Discuss Narrative Coach Log.

**Discussion topics for meeting with Admin.**

* Upcoming events –
* What types of roll-out issues have you had?
* How far along is your installation?
* How does the Coach role fit into your school’s culture?
  + Importance of coach logs
  + Importance of connecting with other coaching initiatives
* Who else is a member of the CFF team? How often does the team meet?
  + Emphasize Coach-librarian partnership
* CFF requirements:
  + Evaluation (surveys, TPR, CFF tool) – fall and spring
  + Embedded Learning – How far along are you?
  + PATI
* Technical topics to discuss: network capacity, storage, handin-handback folders, blocking issues
* What types of rules do you have about the computers?
* What equipment security procedure do you have in place?
* Has your district incorporated student helpers into CFF?
* Has CFF influenced practices in the school?
  + Scheduling of staff for more collaboration
  + Curriculum changes
* Have you seen any changes in rigor in the school?
* Importance of Flip the Switch events, Harrisburg visits and local office visits
  + Send FTS dates and names of legislators who attended to Kara Thomas c-kthomas@state.pa.us

**Questions for Students**

* + - How hard do you have to think in class?
    - Do you think your teachers are technology-savvy?
    - What makes your best teacher really good?
    - Is your classroom active and engaging?
    - Are the students becoming teachers too?
    - Are you collaborating with other kids?
    - Describe school in one word.
    - Who is in your personal learning network?
    - Are you given a choice when you do presentations (verbal, PPT, movies, skit, etc.)?

**Visit with the Librarian**

* What is your relationship with the CFF coach?
* Do you collaborate with the CFF coach to assist teachers and students?
* Do you get an opportunity to work with students in the classroom?
* Have you seen the new national information literacy standards?
* Can students access databases from home?
* Do you help teach technology in-service programs in your school or district?
* Can students search in Google?  Do you teach students HOW to search in Google?
* Do students use Wikipedia?
* Are you enrolled in Embedded Learning?

**Look-Fors**

* Is the equipment installed and in the classrooms (interactive whiteboards, projectors, laptops, cameras, etc.)
* Are carts in use?
* Where are they placed?
* How are CFF rooms arranged?
  + Is the teacher engaged (personalized instruction) with students?
  + Is there collaboration in the class and worldwide?
  + How are students assessed?
  + Are teachers creating unique, engaging assignments?
  + Are teachers collaborating: across departments? Within departments?
  + Are interactive whiteboards being used interactively?
* What activities are going on in the library?
* Where is the coach's office?
* How often are computers used?
* How is the equipment being used?
* How does the coach interact with others?
* Are activities students are engaged in rigorous?
* Note any unusual things or issues.

**At the end of the visit**

* Notify Kara Thomas [c-kthomas@state.pa.us](mailto:c-kthomas@state.pa.us) of any staff change or contact information
* Update mentor log
* Send a thank-you email to implementation team